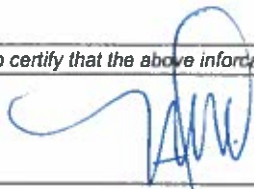


**Guam Department of Revenue and Taxation  
Cannabis Control Board Regular Meeting  
Meeting Date: May 17, 2021 | Time 1:00pm  
Google Meets Video Conference**

<u>Board Members</u>	<u>Position Title</u>	<u>Signature</u>
Atty. Vanessa Williams	Board Chairperson - Member	Zoom
Dafne Mansapit-Shimizu	Vice Chairperson - Director, Department of Revenue & Taxation	Zoom
Ursula Herrera	Board Secretary - Member	Zoom
Adrian Cruz	Deputy Director, Department of Agriculture	
Dr. Suzanne S. Kaneshiro	Chief Public Health Officer, Department of Public Health & Social Services	
Cid Mostales		Zoom
Theresa Arriola	Director, Guam Behavioral Health & Wellness Center	Zoom
Stephen Ignacio	Chief, Guam Police Department	Zoom
Nico Fujikawa	Director of Tourism Research, Guam Visitors Bureau	Zoom
William M. Parkinson	Member	

This is to certify that the above information is true and correct.



Board Secretary

5/17/2021

Cannabis Control Board  
Meeting Minutes  
May 17, 2021

**Opening**

Chairperson Williams called the regular board meeting of the Cannabis Control Board to order at 1:15 p.m. on May 17, 2021.

Location: Google Meets [meet.google.com/tnm-gpsm-fby](https://meet.google.com/tnm-gpsm-fby)

**Attendees Present:**

Vanessa Williams (*Appointee*), Chair  
Dafne Shimizu (DRT), Vice-Chair  
Theresa Arriola (GBHWC)  
Ursula Herrera (*Appointee*), Secretary  
Nico Fujikawa (GVB)  
Chief Stephen Ignacio (GPD)  
Cid Mostales (DPHSS)

**Apologies:**

William Parkinson (*Appointee*)  
Adrian Cruz (DOAG)

Quorum present? Yes

**Secretary's Report**

There were no reports from the Secretary.

**Old Business**

a. Update: Transmittal to Governor and AG's Office for Review of Approved Rules

Chairperson Williams provided an update on the transmittal of the proposal rules and regulations approved by the Board to the Governor's and AG's Office. She reported that she spoke with legal counsel for the Governor's Office to request an update on the progress of the review but a firm response has yet to be received at the time of the meeting. She indicated that the Governor's Office may require some time to review the proposed rules and regulations to ensure they are consistent with policy.

With the AG's Office, she reported that there was one document that was missing in the consolidated PDF due to a transmittal error; however, the

Assistant Attorney General has since confirmed receipt of the complete proposed rules and regulations, but there would be no approval or sharing of comments on the rules until the Governor's Office has provided their approval.

Chairperson Williams could not provide a timeframe for the review, as the timing of the AG's review and approval are dependent on the comments from the Governor's Office. She committed to following up with the AG's Office to update the Board.

It was confirmed that hard copies of the proposed rules and regulations were transmitted to the Governor's and AG's Offices on April 20, 2021 and electronic copies were transmitted on April 21, 2021.

b. Update: Seed-to-Sale Program

Chairperson Williams reiterated that the Department of Public Health (DPHSS) is responsible for procuring a seed-to-sale software program to implement the cannabis program and process cannabis applications and licenses once the rules and regulations are approved.

As a representative from DPHSS was not present at the time of this discussion, Vice-Chair Shimizu provided an update on the RFP for the seed-to-sale program, indicating that the RFP draft has been reviewed by the Office of Technology and that the Department of Revenue and Tax (DRT) received a letter from Ms. Zita Pangelinan on April 30, 2021 and was given 10 days to respond. Vice-Chair Shimizu reported that the DRT responded to Ms. Pangelinan last Wednesday (May 12, 2021), who indicated they would consider DRT's comments regarding the areas of financial institutions, required reporting, taxation and licensing and would work to finalize the RFP.

Secretary Herrera also confirmed that a draft was provided to the Department of Agriculture (DOAG). Chairperson Williams added that Deputy Director Cruz shared the DOAG had no additional comments on the RFP and that there were no outstanding items from DOAG.

An action to follow up with DPHSS to request an update was noted for the next Board meeting; however, Cid Mostales provided an update later in the meeting.

Chairperson announced apologies from member William Parkinson and Deputy Director Cruz who were unable to attend this meeting due to scheduling conflicts.

## New Business

### a. Agency/Department DRAFT Forms

Vice-Chair Shimizu reported that DRT developed draft forms for the cannabis identification card and the cannabis establishment license applications, which include the fees established by the Board, and has provided the draft forms to the Board for review. Vice-Chair Shimizu commented that the forms were developed in advance to avoid administrative delays once the Governor and the AG's Office approve the proposed rules and regulations.

She also shared that she is part of the Business License Permit Center Agency Group, which will focus on advising licensing agencies to ensure they are prepared for the new licensing.

Vice-Chair Shimizu responded to Director Fujikawa's question about whether an individual must first apply to be a responsible official prior to applying for a cannabis establishment license, confirming that individuals must apply for the cannabis identification card to become a responsible official and then that individual will be authorized to apply for the cannabis establishment license on behalf of the organization.

Director Fujikawa also asked whether the forms could be completed and submitted electronically. Vice-Chair Shimizu responded that this would be an item for discussion at the Business License Permit Center Agency Group.

Regarding Chairperson Williams's question on allowing electronic submission of certified documents, Vice-Chair Shimizu stated that this is a goal for the future; however, until an online platform is set up, the current process would be similar to the business license application process, which requires hard copy submissions. She provided an overview of the current application review process being followed during the pandemic to reduce in-person contact.

Chairperson Williams asked whether the section regarding the clearances required for the Guam Police Department, and Superior Court and Attorney

General would be better included in the compliance checklist for official use only. She asked whether these agencies need to sign off on the application. Vice-Chair Shimizu's response indicated that the clearances would need to be obtained and suggested meeting with the respective agencies to ensure they are aware of the process and requirements. Vice-Chair Shimizu volunteered to reach out to the agencies to schedule a meeting and include Chairperson Williams.

- Craig Camacho added that his team is finalizing a flow chart and instruction sheet on this. He also clarified that the packet provided to applicants for the clearances includes a document that indicates the type of establishment license being applied for and can include the applicable legislation regarding the clearance requirements. He noted that process would be similar to the alcohol packet.
- Chairperson Williams requested that the flow chart be provided to the agencies before reaching out to schedule a meeting.

Secretary Herrera reported that the DOAG will be working on the draft forms for the cultivator's license and application. Chairperson Williams asked that this be included in the agenda for future meetings for Board discussion.

Cid Mostales from the Department of Public Health (DPHSS) responded to the following questions from the Board.

- Timing of the RFP for the seed-to-sale program – Mr. Mostales provided an update, noting that they will be making revisions to the RFP based on the comments from DRT, and then send the document to DRT for a further review which requires another 3 weeks or 15 business days before it can be advertised. He also confirmed that there is a stated timeline within the RFP for the successful vendor to have the software set up and running.
- Progress of the draft forms from DPHSS for laboratory license, etc. – Mr. Mostales to follow up and confirm whether work on developing the forms has been started.

### Next CCB Board Meeting

It was determined that the next regular meeting will be held on June 21, 2021 at 1:00 p.m.

### Open Forum/Public Comment

Vice-Chair Shimizu proposed holding a summit before the end of the year and asked whether any agency would like to lead the planning of the summit. There were no volunteers; however, it was agreed that the summit would be added to the agenda for the next meeting as Old Business to begin discussions on planning.

Director Arriola suggested that the summit be held shortly after the proposed rules and regulations have been approved and the forms finalized, so that it can serve as an education opportunity for those interested in the industry.

There were no other announcements or issues raised by the Board and no comments raised from the public.

### Adjournment

*Director Arriola made a motion to adjourn the meeting. Motion carried unanimously.*

The Cannabis Control Board meeting was adjourned at 1:56 p.m. on May 17, 2021.

The next meeting shall be held on Monday, June 21, 2021 at 1:00 p.m.

Prepared by:

  
Ursula Herrera  
Secretary

Noted by:

  
for Vanessa Williams  
Chairperson  


CANNABIS CONTROL BOARD

Regular Meeting #28 | May 17, 2021 | 1:00 pm

Google Meets: [meet.google.com/tnm-gpsm-fby](https://meet.google.com/tnm-gpsm-fby)

- I. Call to Order
- II. Roll Call of Members/Quorum
- III. Secretary's Report
- IV. Old Business
  - a. Update: Transmittal to Governor and AG's Office for Review of Approved Rules
  - b. Update: Seed-to-Sale Program
- V. New Business
  - a. Agency/Department DRAFT Forms
- VI. Next CCB Board Meeting
- VII. Open Forum/Public Comment
- VIII. Adjournment